

## NOTICE TO CONSULTANTS REQUEST FOR CONSULTANT SERVICES

The City and County of Honolulu, Department of Transportation Services, Traffic Engineering Division is seeking a qualified consultant for the Complete Streets Implementation Study project.

This project is funded with federal and local funds.

**PROJECT BACKGROUND:** The City and County of Honolulu is looking for a qualified traffic engineering consultant to conduct a Complete Streets Implementation Study that will help the City meet the requirements of the Complete Streets Ordinance that became law in 2012. The Complete Streets ordinance requires the City to "consider a context sensitive solution process and multi-modal approach in all planning documents and for the development of all city transportation facilities and projects". More specifically, the ordinance states that "The directors shall... employ a multi-modal approach and incorporate complete streets features in the planning, design, construction, maintenance and operation of transportation facilities and projects, including, but not limited to, the reconstruction, rehabilitation or resurfacing of any transportation facility under the jurisdiction of the directors."

**PROJECT LOCATION:** The project is located on the island of Oahu.

**PROJECT PURPOSE:**

- Assist the City to implement the goals and requirements of the Complete Streets Ordinance

**SCOPE OF SERVICES:** The service to be performed by the consultant is to assist the Department of Transportation Services, Traffic Engineering Division (DTS/TE) in developing the project as needed by the CITY and the consultant may be used for other similar projects. These services shall include but not be limited to the following:

- Review related studies and reports, including but not limited to: Report of the State DOT Complete Streets Task Force; State and City and County reports on condition of streets; Oahu Metropolitan Planning Organization (OMPO) Citizens Advisory Committee (CAC) checklist on Complete Streets projects; Results of Hawaii Community Planning Organization (HCPO) Complete Streets Charrette on Three Problem Areas; and other reports by City & County, State, and HART, etc.
- Review and evaluate existing ordinances, codes, subdivision standards, rules, and policies, plans and design guidelines to ensure their consistency with the complete streets policy and principles.
- Prepare draft updates to relevant ordinances, codes, standards, design guidelines, etc. based on the completed evaluation and incorporating national industry best practice guidelines.
- Prepare draft performance standards with measurable benchmarks, reflecting the capacity for all users to travel with appropriate safety and convenience along roadways under the jurisdiction of the city.
- Identify roadblocks or barriers to implementation of Complete Streets, which may be physical and/or institutional.
- Examine opportunities and recommend ways to integrate multimodal traffic engineering improvements into projects that originate outside the scope of Complete Streets.
- Conduct planning and design of Complete Streets engineering concepts and principles on existing streets for a series of stand-alone demonstration projects: prepare order-of-magnitude cost estimates, establish criteria for prioritizing projects (e.g., outcomes including safety, cost, feasibility); prioritize projects; and establish timing and schedule for completion.
- Select one urban corridor and conduct a vision study that will illustrate how Complete Streets principles can be applied and implemented over time to an existing street/corridor. Meet with stakeholders and the general public to garner opinions and ideas for the selected corridor; produce illustrative plans and drawings that support the vision of the stakeholders and public, and demonstrate how Complete Streets principles can be applied along an existing street; and prepare preliminary cost estimates and schedule for completion.
- Provide training for staff in complete streets policies, principles, and implementation procedures.
- Prepare a draft and final report summarizing the completed tasks.

**PROJECT TIME:**

The scope of services for this project shall have a duration of nine (9) months from the Notice to Proceed date.

Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with the Guidelines for Preparing Consultant Qualifications for Traffic Engineering Division Projects hereinbelow. In accordance with Section 103D-304, HRS, qualifications should include the following:

- (1) The name of the firm or person, principal place of business, and location of all of its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) Proposed staff commitment and descriptions of their roles and responsibilities;
- (4) The education, training and qualifications of the proposed staff and key members of the firm;
- (5) The proposed approach to conduct the project;
- (6) Past performance on projects of similar scope for public agencies or private industry;
- (7) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year for similar type of projects;
- (8) Records of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
- (9) Any other pertinent information that should be considered in the evaluation of the firm's qualifications; and
- (10) Any promotional or descriptive literature which the firm desires to submit.
- (11) The qualified firm may be required to submit DBE/WBE information.

# **GUIDELINES FOR PREPARING CONSULTANT QUALIFICATIONS FOR TRAFFIC ENGINEERING DIVISION PROJECTS**

The Department of Transportation Services (DTS) Traffic Engineering Division (TE) has developed guidelines to standardize the preparation of consultant qualifications. The purpose of these guidelines is to help assure consistency in format and content of consultant qualifications submitted to DTS/TE. This process should reduce the time requirements for the consultants in preparing a qualification submittal and will simplify the review process by DTS personnel.

In order for the DTS consultant selection committee to evaluate each qualification properly, it is very important that each submittal be clear, concise and follows the recommended format. A maximum total of 100 points is available for each submittal. Points for each section are as shown in the following table.

## **QUALIFICATIONS FORMAT REQUIREMENTS**

<i>Criteria</i>	<i>Points</i>	<i>Max. No. of Pages</i>
Introductory letter, number of years in business, references and office locations		1
Experience and professional qualifications relevant to the project type	40	3
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies	30	2
Capacity to accomplish work in the required time	20	1
Additional Information: Innovative or alternative methods to perform the required services, and anticipated concepts for completion of the project.	10	1
<b>MAXIMUM TOTAL</b>	<b>100</b>	<b>8*</b>
Appendix: Resumes of key personnel		1 pg/person maximum
Appendix: Company brochure (optional)		

- \* Number of pages per proposal may vary depending upon the nature of the project or service contract, but must total no more than 8 pages and no more than the maximum number of pages per criteria shown in the above table, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font or similar preferred). Any proposal exceeding the 8-page limit or maximum number of pages per criteria, unless otherwise stated in the RFQ, receives a 5-point penalty for each page over the limit.

## **QUALIFICATIONS EVALUATION CRITERIA FOR CONSULTANT SERVICES**

The criteria presented below will be used for evaluating interested consultants:

**1. Experience and professional qualifications relevant to the project type.**

The project manager must have experience in managing projects of similar nature and scope, and shall be a professional licensed in the State of Hawaii unless stated in the RFQ. The project manager's resume must be included in the Appendix.

The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or subconsultants. The qualification shall identify the project team composition, project leadership, reporting responsibilities, and address how subconsultants will fit into the management structure. Resumes of key team members, limited to one page per person, must be included in the Appendix.

Note: This information includes the qualifications of the individuals and subconsultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.

**2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.**

The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control and schedule compliance issues were addressed.

**3. Capacity to accomplish the work in the required time.**

The consultant must demonstrate that sufficient knowledgeable staff is available and that any subconsultant hired by the consultant is experienced and capable of performing the work. The consultant shall include a list of current projects, which shall include the start and estimated consultant contract completion dates of the projects. The consultant shall also identify key team members, including the project manager and any subconsultants.

**4. Additional Information.**

**Innovative or Alternative Methods to Perform the Required Services, and Anticipated Concepts for Completion of the Project.** Please indicate any innovative, unique or alternative methods that would be used to perform the required services. Also, please indicate anticipated concepts to complete the project, and present and modern and cost-effective design methods or special project related techniques that would benefit the project.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County of Honolulu staff and selection panel.

Financial obligations of the City are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

After submitting the RFQ, except as the City may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the control of the consultant, it becomes necessary to replace any of the key personnel, the consultant shall provide as a replacement a person of equivalent or better qualifications for approval by the City.

This list may be used for other similar projects.

Any inquiry regarding the project should be directed to [cchung@honolulu.gov](mailto:cchung@honolulu.gov).

Traffic Engineering Division  
Department of Transportation Services  
City and County of Honolulu  
650 S. King Street, 3rd Floor  
Honolulu, Hawaii 96813

Six (6) copies of the qualifications should be sent to:

MICHAEL FORMBY, Director  
Department of Transportation Services  
City and County of Honolulu  
650 S. King Street, 3rd Floor  
Honolulu, Hawaii 96813

and must be received no later than 4:30 p.m., HST, September 16, 2013.



WENDY K. IMAMURA  
Purchasing Administrator  
City and County of Honolulu

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